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2019

# Printing and Mailing Services (University of Maine) Records, 1920-1981

Special Collections, Raymond H. Fogler Library, University of Maine

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# Printing And Mailing Services (University Of Maine) Records

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This finding aid was produced using ArchivesSpace on July 03, 2019.

Finding aid written in English

Describing Archives: A Content Standard

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

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## Summary Information

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<b>Repository:</b>	Raymond H. Fogler Library University Archives
<b>Title:</b>	Administration And Finance. Institutional And Facilities Planning. Printing And Mailing Services (University Of Maine) Records
<b>ID:</b>	UA RG 0004.008.001
<b>Date [inclusive]:</b>	1920-1981
<b>Physical Description:</b>	1 box Cassette size box.
<b>Language of the Material:</b>	English

### Preferred Citation

University of Maine. Printing And Mailing Services, UA RG 0004.008.001, [Box No.], [Folder No.], Raymond H. Fogler Library Special Collections Department, University of Maine, Orono, Maine.

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## Biographical / Historical

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A printing plant was purchased by the University of Maine in 1915 and with it the University of Maine Press (later to become the Printing Office and now known as Printing & Mailing Services) was founded. In 1967, the Printing Offices moved to a new building attached to a wing of the Public Information and Central Services (now known as the Keyo Building). Over time the Service has seen a number of technological advances, particularly in printing equipment used.

Today the mission of Printing & Mailing Services is to provide high-quality, eco-friendly, economical printed material, supplies, and fulfillment services in support of the work and goals of the University of Maine community and its affiliates.

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## Scope and Contents

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Miscellaneous items curated by the University of Maine Printing and Mailing Service. Includes: University of Maine at Orono campus map and class schedule (undated), printing journals, accounting (1920-1950) and hourly costs (1932-1981) and printing rates information.

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## Arrangement

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Physically the material is arranged by subject. Material was rehoused into archival quality storage.

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## Administrative Information

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### Publication Statement

Raymond H. Fogler Library University Archives

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University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

### Accruals

Accruals from the University of Maine Printing and Mailing Services are not anticipated.

### Conditions Governing Use

Information on literary rights available in the Raymond H. Fogler Library Special Collections Department.

### Conditions Governing Access

Kept at Fogler Library's offsite storage facility. One week's notice required for retrieval.

## Immediate Source of Acquisition

Transferred to Special Collections by Mark Boyorak, Associate Director Printing & Mailing Services as accession #2019-0529a.

## Processing Information

Processed by Matthew Revitt, July 2019, Raymond H. Fogler Library Special Collections Department. Processing involved a collection survey and the creation of this finding aid. Material was rehoused into appropriate archival containers and the box numbered and titled using information from ArchivesSpace.

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## Related Materials

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### Related Materials

There is material regarding the Printing Office in the record group Office of the President, UA RG 0003.

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## Controlled Access Headings

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- Printing industry -- History -- Maine
- Printing industry -- Management -- Maine
- Notebooks
- Account books
- Maine -- Maps
- University of Maine . Printing and Mailing Services

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## Collection Inventory

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Title/Description	Instances	
Printing & Mailing Service -- Financial Journal, 1944-1955	Box 1	Volume 1

Printing And Mailing Services (University Of Maine) Records

Physical Description: 1 Volumes

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Printing & Mailing Service -- Financial Journal, 1920-1950	Box 1	Volume 2
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Physical Description: 1 Volumes

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Printing & Mailing Service -- Plates & Negatives Rates	Box 1	item 1
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Physical Description: 1 item

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Printing & Mailing Service -- Campus Map & Schedule	Box 1	item 2
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Physical Description: 1 item

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Printing & Mailing Service -- Hour Costs, 1932-1981	Box 1	item 3
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Physical Description: 1 items